

# PRINCIPALS' WEBCAST



## *District/School Operations*

*Wednesday, February 24, 2010*

- × *9:30 a.m. Live Webcast:  
Middle, Senior & Alternative Education Schools*
- × *12:30 p.m. Pre-recorded Webcast:  
Elementary, K-8, Adult Education & Charter Schools*

# EXPECTATIONS FOR THE MEETING

Stay engaged and present

Invite your  
leadership  
team

Make sure your  
microphone  
is muted

Email questions to  
the individual  
presenters

# Webcast Agenda

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Welcome.....**Mr. Alberto M. Carvalho**  
Superintendent of Schools, Miami-Dade County Public Schools

Welcome.....**Mr. Freddie Woodson**  
Deputy Superintendent, District/School Operations

Financial Updates / Class Size ..... **Ms. Cynthia Gracia**  
Administrative Director, District/School Operations

School Site Safety Committees.....**Mr. John Dibenedetto**  
District Director, Division of Safety and Emergency Management

ERP/SAP Update.....**Mr. Rodolfo Rodriguez**  
Information Technology Services (ITS)

Student with Disabilities and Suspensions.....**Ms. Robin Morrison**  
ESE Instructional Supervisor, Psychosocial Clinical Supplemental Services

Mentoring and Induction of New Teachers (MINT) Update.....**Ms. Gloria Kotrady**  
Executive Director, New and Early Career Teacher Support

# Webcast Agenda (cont.)

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Initial Evaluation Timeline: New Parental Waiver Letter.....**Dr. Sue L. Buslinger Clifford**  
Instructional Supervisor, Psychological Services

Food & Nutrition – Meal Participation Update.....**Ms. Penny Parham**  
Administrative Director, Department of Food and Nutrition

SPED-ED Management System Roll-Out Plan .....**Mr. Will Gordillo**  
Administrative Director, Division of Special Education

Teenage Parent Program Attendance .....**Ms. Yvette R. Senior-Stewart**  
Coordinator II, Attendance Services

M-DCPS Census Action Plan Update.....**Ms. Gretchen H. Williams**  
Administrative Director, District/School Operations

Announcements / Dates to Remember .....**Ms. Gretchen H. Williams**  
Administrative Director, District/School Operations

**MR. ALBERTO CARVALHO**

*Superintendent*

*Miami-Dade County Public Schools*



**MR. FREDDIE WOODSON**

*Deputy Superintendent  
District/School Operations*



# ***Principal of the Year – District Finalists***

- + Region I - Dr. Louis J. Algaze - Hialeah Gardens Senior High School*
- + Region II - Ms. Valerie B. Ward - Scott Lake Elementary School*
- + Region III - Mr. Gilberto D. Bonce - South Miami Senior High School*
- + Region IV - Mr. James R. Haj - Southwest Miami Senior High School*
- + Region V - Mr. Howard I. Weiner - Miami Palmetto Senior High School*



# ***Assistant Principal of the Year – District Finalists***

- ✘ *Region Center I – Ms. Rachel Autler, Hialeah Gardens Elementary School*
- ✘ *Region Center II – Ms. Mary Kate Parton, John F. Kennedy Middle School*
- ✘ *Region Center III – Ms. Shelley Stroleny, G.W. Carver Middle School*
- ✘ *Region Center IV – Ms. Mayra DeLeon, Wesley Matthews Elementary School*
- ✘ *Region Center V – Dr. David Cadaval, South Dade Senior High School*



*The 2010 Principal of the Year and Assistant Principal of the Year will be announced at a ceremony on Wednesday, May 19, 2010.*



## ***Financial Updates / Class Size***



**Ms. Cynthia Gracia, Administrative Director  
District/School Operations**

# Financial Updates

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- ✘ Title II Allocations
- ✘ Class Size continues to be a HOT Topic for 2010-2011
  - + [http://www.flsenate.gov/session/index.cfm?BI\\_Mode=ViewBillInfo&Mode=Bills&ElementID=JumpToBox&SubMenu=1&Year=2009&billnum=919](http://www.flsenate.gov/session/index.cfm?BI_Mode=ViewBillInfo&Mode=Bills&ElementID=JumpToBox&SubMenu=1&Year=2009&billnum=919)
  - + Student Assignment for PK-3 grade group average must be at 18
    - ✘ However an individual class cannot exceed 21 (as long as the average remains at class size)
  - + Student Assignment for 4-12 grade group average must be at 22 or 25
    - ✘ However an individual class cannot exceed 27 or 30 (as long as the average remains at class size)

# ***Class Size Information***

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- ✘ If we were to be measured by the proposed language TODAY:*
  - + PK-3 over 21*
    - ✘ 7434 periods*
  - + 4-8 over 27*
    - ✘ 3567 periods*
  - + 9-12 over 30*
    - ✘ 2989 periods*

# Budgetary Updates

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- ✘ *Board item E14 (effective 2/15/10) WB #7591*
  - + *Reduction in non-instructional hourly employees workday by one hour*
  - + *Reduce Community School rebudgets to cover the cost of assistant principals and clerks allocated for Community Schools*
  - + *Close purchase orders open more than 6 months without any activity*
  - + *Implement a strict hiring freeze **immediately**, and only fill classroom teachers*
  - + *Reduce all school-site budgets by tightly controlling discretionary spending*

# Management & Compliance Updates

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## ✘ *Mandatory Online Survey*

- + Conduct the online survey and complete an Outgoing Form by the end of each quarter*
- + Forward copies of Outgoing Form FM1670 to respective Regions*
- + Regions will collaboratively with principals schedule pick up for S & D*

## ✘ *MMSP 2-25-10*

- + Internal Accounting*
- + PTA/PTSA*
- + ERP-SAP*

# Contact Information

*Mr. Freddie Woodson, Deputy Superintendent  
District/School Operations*

*Ms. Cynthia Gracia, Administrative Director*

- ✘ *District/School Operations*
- ✘ *(305) 995-1891*
- ✘ *[Cgracia@dadeschools.net](mailto:Cgracia@dadeschools.net)*

# ***School Site Safety Committees***



**By John Dibenedetto**

# School Site Safety Committees

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## *Board Rule 6Gx13- 3E-1.081 SAFETY PROGRAM*

- ✘ *The School Board of Dade County, Florida authorizes the development and administration of a Safety Program that provides for:*
  1. *A safe and healthful educational environment for the student population;*
  2. *A safe and healthful work-place for each employee;*
  3. *Safe use of facilities by the general public; and*
  4. *The reduction of property and liability losses.*

*The primary goal of the Safety Program shall be to prevent or minimize accident and injury risk and other loss potential.*



# School Site Safety Committees

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- ✘ *Information on the composition and function of school site safety committees may be found in the Safety Program manual found in e-handbooks.*
- ✘ *Meet a minimum of once each 9 week period and maintain written minutes of each meeting in the administrative files at the site.*
- ✘ *Evaluate all accidents that occurred during the previous month and determine that responsible preventive measures are taken to prevent recurrence.*
- ✘ *Assist in conducting required emergency evacuation drills, lockdown drills and actual emergency evacuations*
- ✘ *Additional requirements can be found in the Safety Program manual*
- ✘ *Weekly Briefing regarding School Site Safety Committees will be sent to all principals*

# School Site Safety Committee

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## RECOMMENDED COMPOSITION OF SITE SAFETY COMMITTEES

### **Schools Sites (Elementary)**

- × Site Safety Chairman
- × Teacher Representative
- × Physical Education Representative
- × Food Service Representative
- × Custodial Representative
- × Community School Representative, when applicable

### **School Sites (Secondary and K-8)**

- × Site Safety Chairman
- × Teacher Representative
- × Physical Education or Athletic Representative
- × Food Service Representative
- × Custodial Representative
- × Science Department Representative
- × Vocational/Industrial Education Representative
- × Community School Representative, when applicable
- × Adult Center Representative, when applicable

# Contact Information

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*Mr. John Dibenedetto, District Director  
Division of Safety and Emergency Management*

- ✘ Office: (305) 995-4900
- ✘ E-mail: [jdibenedetto@dadeschools.net](mailto:jdibenedetto@dadeschools.net)

# ***Financial Module - E.R.P.***

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**By Mr. Rudy Rodriguez**

## ***SAP Financial Modules – E.R.P.***

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- *Its been two weeks since the SAP Finance & Procurement modules were implemented*
- *Overall, most schools have experienced little difficulty in navigating within SAP*
- *SAP provides a more efficient and flexible means of transacting the district's operational activities*
- *Main issues encountered by schools have been Security and Role assignments*
- *Training is critical to your success in navigating within SAP*

## *E.R.P. - Tips*

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- *Make sure that you and your staff are trained. Sign up at: <http://calendar.dadeschools.net/cal/calendar.nsf>*
- *Use the Open Shopping Cart report to keep track of shopping carts that are on-hold, pending approval and disapproved.*
- *Describe your specific requirements in creating a shopping cart. Do not forget to specify a preferred vendor and attach any vendor quotes.*
- *The form (template) for grant budget transfers can be downloaded from the ERP Portal under Finance / Transactions / Grants Budget Document.*

# Contact Information

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*For ERP inquiries and assistance:*

- ✘ HEAT Tickets are the primary means for requesting assistance and problem resolution. HEAT Tickets are accessed through the employee portal.*
- ✘ Assistance will be provided by the ITS system support team.*

*Mr. Rudy J. Rodriguez, CPA Sr. Director*

- ✘ (305) 523-8901*
- ✘ RudyJRodriguez@dadeschools.net*
- ✘ SAP Finance & Procurement*

# Students with Disabilities and Suspensions



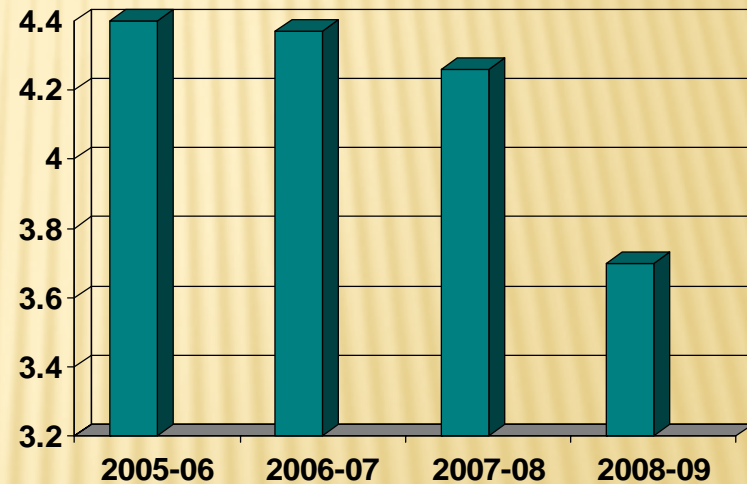
By Ms. Robin Morrison



# Indicator 4: M-DCPS Suspension Rates for Students with Disabilities

## Risk Ratio

- 2005-06: 4.40
- 2006-07: 4.37
- 2007-08: 4.26
- 2008-09: 3.70



Based on data from the Florida Department of Education (FDOE)

# *Students with Disabilities and Suspensions*

*Possible strategies before deciding to give an outdoor suspension for a student with disabilities:*

- + Strengthen the use of SCSI programs within schools*
- + Utilize supervised work assignments*
- + Utilize Alternative to Suspension Program*
- + Limit outdoor suspensions to fewer than ten days for minor infraction*

# ***Students with Disabilities and Suspensions***

## ***Removal of a student with disabilities who violate the Code of Student Conduct:***

- ✘ If the removal is for more than 10 school days in a school year, the removal is a change of placement and school personnel must conduct a manifestation determination review.***
- ✘ Services must be provided to the student with disabilities beginning on the eleventh school day of suspension in a school year.***
- ✘ A Functional Assessment of Behavior (FAB) must be conducted and a Behavior Intervention Plan (BIP) must be developed and implemented or the BIP must be reviewed if previously developed.***

# ***Reports and Information to Review***

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- ✘ Monthly Special Education (SPED) Suspension Report, Product Report #T32007503*
- ✘ Monthly Administrative Referrals to Alternative Suspension Report, Product #0503P31-01*
- ✘ Quarterly COGNOS Suspension Report*
- ✘ Weekly Briefing #4923: Functional Assessment of Behavior Frequently Asked Questions*

# Contact Information

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*Ms. Robin J. Morrison, Instructional Supervisor*

- ✘ *Clinical Behavioral Services*
- ✘ *(305) 995-1806*
- ✘ *[rmorrison@dadeschools.net](mailto:rmorrison@dadeschools.net)*

# *Mentoring and Induction for New Teachers (MINT) Update*



## *Substitute Funding for In-classroom Observations*

**By Ms. Gloria Kotrady**

# In-classroom Observations

- ✘ Principals who have submitted their Mentor/Mentee Assignment forms have received funds in their substitute account for teachers **new to the profession** (no prior teaching experience and not in a 3100 position) and for their mentors to conduct in-classroom observations.
- ✘ The funding structure is as follows:

<b>Fund</b>	<b>Location</b>	<b>Program</b>	<b>Object</b>	<b>Function</b>
0100	Your work Loc.	7880	5149	7730

# *In-classroom Observations*

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- ✘ Mentors and teachers new to the profession will receive two substitute days each*
- ✘ Mentors may use substitute days to observe their mentee or work with the mentee in the classroom*
- ✘ Teachers new to the profession may use substitute days to observe their mentor or other accomplished teachers*



# Contact Information

*Ms. Gloria Kotrady, Executive Director  
New and Early Career Teacher Support  
Professional Development & Educational Services*

✘ Office: (305) 995-7434

✘ Email: [gkotrady@dadeschools.net](mailto:gkotrady@dadeschools.net)

# *Initial Evaluation Timeline: New Parental Waiver Letter*

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**By Dr. Sue L. Buslinger Clifford**

## ***Initial Evaluation Timeline***

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- ✘ Federal and state regulations mandate that initial evaluations must be completed within 60 days – 100% expected, 95% considered compliant*
- ✘ The evaluation must adhere to the timeframe unless extended by mutual written agreement of the student's parent(s) or guardian(s) and a group of qualified professionals.*

# *Initial Evaluation Timeline Waiver Letter*

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- ✘ *A Waiver Letter has been developed*
  - + *Indicates when the timeline is about to be exceeded*
  - + *Asks for parental/guardian consent to extend the timeline for students with learning difficulties when the collection of additional data for the Rtl is in process or the evaluation is necessary*
  - + *Currently being translated into Spanish and Haitian-Creole*

## *Initial Evaluation Timeline Waiver Letter*

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- ✘ Once consent is obtained, referral is no longer considered in the timeline data to FLDOE*
- ✘ District and Region staff are working closely together to identify referrals for waiver consideration*
- ✘ Schools will be individually notified of referrals to consider for waiver extension*
- ✘ Briefing on initiating the process can be expected once translations are completed*

# Contact Information

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**Ms. Ava Goldman Byrne, Assistant Superintendent**

*Office of Professional Development and Educational Services  
Curriculum and Instruction*

**Dr. Sue L. Buslinger-Clifford, Instructional Supervisor**

*Division of Psychosocial Clinical Support Services*

× Office: (305) 995-1735

× E-mail: [sclifford@dadeschools.net](mailto:sclifford@dadeschools.net)

# ***Food & Nutrition – Meal Participation Update***



By Ms. Penny Parham

# ***Increasing Meal Participation***

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- ✘ Food and Nutrition met with elementary and middle school managers to provide information regarding increasing meal participation.*
- ✘ Every elementary and middle school student should have access to a school breakfast and lunch.*
- ✘ Food Service Managers will work with Principals and Faculty to ensure all students go through the lunch line.*
- ✘ Food Service Managers will work with Principals to encourage students to meet in the dining room rather than other school locations prior to the start of school. Breakfast is offered daily at no charge.*
- ✘ Food Service Managers will work with Principals and Faculty to encourage art contests, classroom activities, lesson plans, etc. in correlation with items being served in the cafeteria.*

***\*\*March is National Nutrition Month\*\****

***\*\*\*March 8-12 is National School Breakfast Week\*\*\****



# Control All Costs

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- ✘ *Food and Nutrition staff continues to monitor and implement the meals per labor hour formula at all schools. Increasing meal participation increases hours available for staffing.*
- ✘ *Food and Nutrition staff continues to monitor weekly orders for food and supplies. The Food Service Manager is responsible for the accounting of all items.*
- ✘ *Monthly cafeteria inventory levels are monitored and recorded for accountability and cost.*

# GO GREEN!

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- ✘ *Food and Nutrition policies and procedures are available through the Department's web page <http://nutrition.dadeschools.net>.*
- ✘ *The Food and Nutrition Department has reduced the requirements of daily printing of reports, instead saving them to pdf. files.*
- ✘ *All official Food and Nutrition communication to Food Service Managers/Satellite Assistants is done via e-mail.*
- ✘ *The Department of Food and Nutrition is exploring cost-effective alternatives for “environmentally friendly” kitchen operations.*

# ***Production and Menu Records***

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- ✘ The Office of the Auditor General will be conducting a follow-up audit at various schools.*
- ✘ The focus of the follow-up will be to review Production and Menu Records.*
- ✘ Production and Menu Records must be complete, accurate and up-to-date.*
- ✘ Food Service Managers are responsible for completing the Production and Menu Records daily.*

## **Contact Information**

*Ms. Penny Parham, Administrative Director*

*Department of Food and Nutrition*

*Office: (786) 275-0420*

*Email: [penny@dadeschools.net](mailto:penny@dadeschools.net)*

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*Ms. Olga Botero, Executive Director*

*Technology & Special Programs/Department of Food  
and Nutrition*

*Office: (786) 275-0402*

*Email: [obotero@dadeschools.net](mailto:obotero@dadeschools.net)*

## *Division of Special Education - SPED-EMS*



*By Mr. Will Gordillo*

## ***SPED-EMS Implementation***

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- ✘ *M-DCPS will transition from the current automated IEP/EP/504 system, WISE, to a new automated system, SPED-EMS beginning April 6, 2010.*
- ✘ *Training will take place by region centers.*
- ✘ *ALL SPED teachers, SLPs, and Gifted teachers must attend training during the dates specified for their assigned region center.*
- ✘ *Training will be one half day (am or pm).*

# ***SPED-EMS Region Center Trainings***

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- ✘ *The training dates for SPED/Teachers of the Gifted are as follows:*
  - + *Region Center 1: April 20-26, 2010*
  - + *Region Center 2: May 3-7, 2010*
  - + *Region Center 3: April 27-30, 2010*
  - + *Region Center 4: April 6-12, 2010*
  - + *Region Center 5: April 13-19, 2010*
  - + *Region Center 7/8: May 10-12, 2010*
- ✘ *Participants may only register for dates when their respective region is scheduled (i.e., a teacher from a school in Region Center 1 may only register for training on April 20-26, 2010)*

# SPED-EMS WISE Shut Down

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- ✘ Access to the WISE system will be shut off by region
- ✘ This shut off will occur the Friday prior to the region training sessions (i.e., WISE will be shut down for schools in Region Center 1 on April 16, 2010)
- ✘ SPED/Teachers of the Gifted and SLPs should no longer enter information into WISE as of the following dates:
  - + Region Center 1: April 16, 2010
  - + Region Center 2: April 30, 2010
  - + Region Center 3: April 23, 2010
  - + Region Center 4: April 2, 2010
  - + Region Center 5: April 9, 2010
  - + Region Center 7/8: May 7, 2010
- ✘ Following the training, participants will be required to use SPED-EMS for the development of all new IEP, EP, 504 documents. The participants will no longer have access to WISE.



# **SPED-EMS Facilitators**

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- ✘ *Principals must identify one SPED teacher to serve as the school site SPED-EMS Facilitator. The role of the facilitator will be to provide the first level support to newly trained SPED/Gifted Teachers and SLPs at their school site.*
- ✘ *Facilitators (only) will be trained (half day) on the following dates:*
  - + *March 24 or March 25 or March 26, 2010.*
  - + *Facilitators will attend this training in lieu of the region center trainings*

# Contact Information

*Mr. Will Gordillo, Administrative Director  
Division of Special Education*

- ✘ Office: (305) 995-2027
- ✘ Email: [wgordillo@dadeschools.net](mailto:wgordillo@dadeschools.net)

# Teenage Parent Program (TAP) Attendance



By Yvette Senior-Stewart

## ***TAP Students Daily Attendance***

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- ✘ *Students who are absent to give birth are given 20 school days to be at home with new child.*
  - ✘ *These students will be:*
    - *Excluded from the Percentage of Attendance on the Daily Attendance Bulletin*
    - *Absences will be forgiven for school and student*
- Special Note “6” is used to process students beginning with the day the student gives birth.*
- (Doctor’s note required)*

# TAP Students Daily Attendance

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- ✘ *Instructions for entering Special Note “6”:*
  - 1) *From ISIS Main Menu, take selection 2*
  - 2) *From Daily Attendance Application Menu, take selection 1*
  - 3) *From the Categorical Update Menu, take selection 3*
  - 4) *Special Notes Menu, enter the student ID#, code 6, enter beginning and ending date, allowing 20 school days.*
    - *Exclude Holidays*
    - *Teacher Workdays*

## ***TAP Students Daily Attendance***

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# ***DO NOT WITHDRAW STUDENTS FROM SCHOOL***

- ✘ *It is the District's goal to graduate students*
- ✘ *Students in need of free child-care services should be referred the school's TAP Contact Person or the TAP Office at (305) 636-7356*

## ***TAP Students Daily Attendance***

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*Questions regarding Attendance Policy:  
contact Attendance Services at  
[StudentAttendance@dadeschools.net](mailto:StudentAttendance@dadeschools.net) or  
(305) 883-5323*

*Questions regarding Data Entry:  
send a “HEAT Ticket” to System User Support  
“Ask ITS a Question”*

# **TRUANCY INTERVENTION PROGRAM**

## **Secondary Schools**

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- ✘ Truant Student : 15 unexcused absences within 90 calendar days.*
- ✘ Principal or designee must hold a Truancy Child Study Team meeting with parents.*

### **Eligible truancy packets will:**

- + Flag student with a "Y" in ISIS and will not count against school percent of attendance*
- + Packets are sent to an approved Social Service Agency for student truancy intervention*



# No Child Left Behind Parent Notification

- ✘ *Excerpt from the March 30, 2009 letter:*
- ✘ *Dear Parents/Guardians:*
- ✘ *This letter is to inform you that your child's school has been designated by the State of Florida as a school "in need of improvement," "corrective action," or "restructuring" based on the guidelines established by the No Child Left Behind Act of 2001 (NCLB). Being designated as a school "in need of improvement," "corrective action," or "restructuring" means that for two or more consecutive years, a group or groups of students attending the school did not meet specific achievement proficiency levels established by the state in reading, writing, and/or mathematics, therefore, the school did not make Adequate Yearly Progress (AYP). The attached **Florida School Grades Report Card** gives the reasons why your child's school has been designated as a school "in need of improvement," "corrective action," or "restructuring." If you would like more information regarding your child's school and how it compares to all schools in the District, visit the Florida Department of Education's website at <http://schoolgrades.fldoe.org/> or <http://oada.dadeschools.net/DQM/DQM.asp>*

## ***No Child Left Behind Parent Notification***

- ***Meet with your parents before March 30, 2010 (PTA, EESAC, FAMILY RESOURCE CENTER, CONNECT-ED).***
- ***Inform parents why your school did not make AYP.***
- ***Inform parents that their child is better served in your school rather than on a bus to a different school and how it may disrupt education.***

# Contact Information

*Ms. Charlene Burks, Administrative Director  
Attendance Services*

- ✘ Office: (305) 883-5323
  - ✘ Email: [Burks@dadeschools.net](mailto:Burks@dadeschools.net)
- 

*Ms. Yvette Senior-Stewart, Coordinator II  
Attendance Services*

- ✘ Office: (305) 883-5323
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# *M-DCPS Census Action Plan Update*



**It's about us**  
**2010 CENSUS IN SCHOOLS**

By Ms. Gretchen H. Williams

# *M-DCPS Census Action Plan Update*

- ✘ M-DCPS Census Action Plan activities:
  - + Task force, kick-off, collaboration with other county entities, exhibits at various events, posted online employment information, disseminated materials**
- ✘ Census related School Board Items
  - + H-9 November 17, 2010, H-7 December 9, 2010, and H-20 February 10, 2010**
- ✘ Census related Weekly Briefings
  - + WB# 7177                    2010 Census: It's About Us lesson plans*
  - + WB# 7407                    Establishing Census Questionnaire Centers*
  - + WB# 7409                    PDF flyers to copy for dissemination to parents, students and visitors to the school*
  - + WB#7526                    Reminder to implement Census lessons**

# *M-DCPS Census Action Plan Update*

## *✘ Other school site expectations:*

- + Include census information on agendas during all parent meeting i.e., PTA, EESAC, Parent Academy, trainings, etc*
- + Post and disseminate available materials*

## *✘ Upcoming census events:*

- + S&D deliveries of census posters to all schools*
- + S&D deliveries of census Creole flyers or census coloring books to selected schools*
- + WLRN re-broadcast of the Census kick-off held on 2/5/10*
- + Connect ED messages*
- + Census Day - March 19, 2010*

# *M-DCPS Census Action Plan Update*

*Let's get the message out:*

*The United States 2010 Census  
takes only 10 minutes to answer 10 questions.  
It's EASY, SAFE & IMPORTANT!!!*

*Official Census employees will never ask for social security numbers or bank account information. They do not communicate questions via email and will always have proper identification. No information gathered is given to any other agencies.*

*For more information visit [www.2010.census.gov](http://www.2010.census.gov)*

## Contact Information

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**Ms. Gretchen H. Williams, Administrative Director**

*District/School Operations*

*Co-Chair, Census Task Force*

✘ [gretchenhw@dadeschools.net](mailto:gretchenhw@dadeschools.net)

✘ (305) 995-2292

**Mr. John J. Schuster, Chief Communications Officer**

*Office of Public Relations*

*Co-Chair, Census Task Force*

✘ [jschuster@dadeschools.net](mailto:jschuster@dadeschools.net)

✘ (305) 995-1825



# Announcements and Dates to Remember



By Ms. Gretchen H. Williams

# Announcements

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- ✘ *Dial -A - Teacher will be funded at least through mid March for FCAT assistance. Please encourage student participation. Students may dial 305 995-1600, Mondays thru Thursdays from 5:00 p.m. to 8:00 p.m.*
- ✘ *AVID Schools that have not yet signed up for the AVID Summer Training Session, please do so.*
- ✘ *AIRS reports that are SAVED have not been submitted, please check the AIRS portal for incidents that need to be submitted.*
- ✘ *Mid Year textbook inventories were just completed. Schools will be asked to complete another check after Spring Break and during Master Schedule reviews.*
- ✘ *Reminder to conduct your fire alarm and lockdown drills.*
- ✘ *All part-time and full-time security monitors must wear a shirt identifying them as security personnel at all locations.*
- ✘ *Be advised of the Superintendent's Anti-Violence Plan and how you can incorporated school and community on [dadeschools.net](http://dadeschools.net) home page.*
- ✘ *The Office of Facilities is concerned with the increase of utility increases. Please inform your Region of Saturday tutoring, classes , or programs being offered outside of the DA Success Academies .*

# Dates to Remember

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- ✘ *Thursday, February 25, 2010*      *The next Money Matters Support Program Webcast*
- ✘ *Friday, February 26, 2010*      *The SPED/EMS Facilitators Form due (WB#7429)*
- ✘ *Friday, February 26, 2010*      *School Dress Code Declaration due (WB#7355)*
- ✘ *March 8-12, 2010*      *National Breakfast Week*
- ✘ *Friday, March 19, 2010*      *M-DCPS Census Day*
- ✘ *Friday, March 19, 2010*      *Third Grade Promotion Requirement Letter for Parents (WB# 7544)*
- ✘ *Wednesday, March 24, 2010*      *The next Principals' Webcast (Tentative)*

# Contact Information

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**Mr. Freddie Woodson, Deputy Superintendent**  
*District/School Operations*

**Ms. Gretchen H. Williams, Administrative Director**

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- ✘ (305) 995-2292

- ✘ *If you have viewed this webcast from a computer other than your own, please email me to confirm your attendance for this telecast. Thank you.*